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**MINUTES OF PVTA'S  
ADVISORY BOARD MEETING  
August 23, 2017**

The Advisory Board Meeting of the Pioneer Valley Transit Authority was held on Wednesday, August 23, 2017 at the Pioneer Valley Transit Authority Office located at 2808 Main Street in Springfield, MA, at 12:00 P.M.

**1. ROLL CALL**

	<u>Present (48.21 vote)</u>	<u>Not Present (13.78 vote)</u>
Agawam		Richard Theroux
Amherst	Douglas Slaughter	
Belchertown	Brian O'Leary	
Chicopee	Steve Huntley	
East Longmeadow	Carolyn Brennan	
Easthampton		Linda Talbot
Granby		Jessica Langlois
Hadley	David Moskin	
Hampden		Becky Moriarty
Holyoke	Mayor Alex Morse	
Leverett		Peter D'Errico
Longmeadow	Mark Gold	
Ludlow		Carmina Fernandes
Northampton	Mayor David Narkewicz	
Palmer	Paul Burns Johnson	
Pelham		William Martell
South Hadley	Marilyn Ishler	
Springfield	Anthony Wilson	
Sunderland		Sherry Patch
Ware	Nancy Talbot	
West Springfield	Jim Czach	
Westfield	Peter Miller	
Wilbraham		Paula Dubord
Williamsburg		J.M. Sorrell
ADA Representative		TBD
Rider Representative	Patrick Burke	

A quorum of 31.01 majority vote being present, Chairman Mayor Narkewicz called the meeting of PVTA's Advisory Board to order at 12:10 PM; majority vote of 48.21 present.

**2. PUBLIC COMMENT**

Chairman Mayor Narkewicz opened the floor for public comments. No Public Comments were made.

### **3. APPROVAL OF MINUTES**

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to approve the meeting minutes from the Regular Advisory Board Meeting on June 28, 2017 and the Special Advisory Board Meeting on July 19, 2017.

**Motion:** Moved and seconded (Talbot/Huntley) to approve the meeting minutes from the Regular Advisory Board Meeting on June 28, 2017 and the Special Advisory Board Meeting on July 19, 2017.

Chairman Narkewicz asked if the Board had any discussion. Hearing none, asked all those in favor to say aye.

Motion passed by a unanimous vote.

### **4. ADMINISTRATOR'S REPORT**

Sandra Sheehan, PVTA Administrator, reported the following:

Ms. Sheehan met with Mike Lambert, Deputy Administrator of Transit, to discuss the use of the Restricted Reserves Account. Background information was provided as well as an explanation of the FY18 budget process including a discussion of the following: PVTA issuing a series of service cut options that totaled \$1.5M and holding twenty-two public hearings; the Board ultimately adopting a proposal on July 19<sup>th</sup> that achieved a projected savings of \$858,287, based on public response; PVTA's application for CMAQ funding and further reducing the insurance reserves by \$100,000. After taking these steps, it was noted the Authority still faces a FY18 deficit of \$431,305 and has asked the Secretary to use approximately a third of its restricted reserve account to fill the gap.

The Procurement Manager has retired and in the meantime we plan to keep this position vacant and handle responsibilities inhouse.

New advertising contracts signed since the last Board meeting total of \$35,000. PVTA is going to start advertising on paratransit vehicles in the coming months.

Fontaine Brothers initiated construction on Cottage Street the first week of April and progressed rapidly through earthwork/site grading, deep plumbing and electrical work, utilities and foundations installation through May and June. Steel erection and prepping for concrete slab placement has progressed rapidly in the month of July on the administrative portion of the new facility. Light-gauge steel framing submittals are now in review. Water main utility work on Cottage Street also progressed.

PVTA is working with the City of Springfield's DPW to coordinate the design of the Robbins Road and Cottage Street intersection and the signal timing changes associated with it. A draft MOU has been prepared and it's being reviewed.

PVTA's Administration Building Brick Masonry Repair Project has been completed ahead of schedule and with no change orders.

The Administration Building Window Replacement, Gale Associates has completed 95% design plans and specifications with a cost estimate of \$432,000. The project is scheduled to be advertised for construction in the fall of 2017 and constructed in the summer of 2018. The early bidding is due to the very long lead time for the windows from submittal, shop drawing approval, ordering and delivery.

The installation of the fixed route video system has commenced. A pilot bus of each model was installed by UTC mobileView personnel and approved by all. Installation started at the SATCo bus garage and the team has completed 18 buses. The installation efforts have moved to the VATCo and UMass bus garages to ensure they will be completely installed with the new system before the start of fall service.

PVTA is working with UTC, to deploy electronic customer information displays in all the fixed route buses. These information displays will be used to inform bus riders of PVTA service changes, alerts and events that affect operations.

PVTA signed the State Contract Assistance (SCA) contract and RTACAP contract. The section 5307 grants for Operating Assistance (Preventive Maintenance and ADA) has been executed. And the section 5339 grant will be completed in the new federal year (October).

The auditor's are here for a site visit. So far, there are no findings and the auditor's told Administrator Sheehan that PVTA has one of the best books they have seen.

Steve Huntley asked if we can look into doing something about the 3<sup>rd</sup> floor conference room table.

Administrator Sheehan stated all funds are spoken for this year but can look into next year.

Patrick Burke asked what the useful life of a bus is.

Administrator Sheehan stated about 12 years. Buses in our fleet are currently about 8 years old.

Anthony Wilson stated he has two questions. What is the status of the bus stop consolidation project and moving the RMV stop location.

Josh Rickman, Manager of Planning & Operations stated we are in the progress of completing another round of surveys for the bus stop consolidation and the RMV stop will be there next week.

## **5. MANAGER OF OPERATIONS & PLANNING REPORT**

Mr. Rickman reported the following:

PVTA's fixed route bus system transported 11,466,707 passengers during FY17. This is a 5.7% decrease compared to FY16.

Information about the upcoming service changes has been posted on PVTA's website providing an overview of the changes, the new schedules and maps to inform the public of the changes. PVTA and its contractors have been notifying the public about the upcoming service changes effective for August and September. Over 500 bus stops in the Springfield have the information posted in both English and Spanish. Information has also been posted on PVTA's facebook and twitter and distributed to community access tv stations for posting. Throughout the coming weeks staff will be scheduled to hand out daily or weekly passes at the terminals and high ridership locations on specific routes as identified in the Title VI Equity analysis.

PVTA has created a summary info sheet for each community that has been directly impacted by these changes to assist in answering questions the municipality may receive.

PVTA's paratransit service transported 244,926 passengers during FY17. This is a decrease of 10.8% compared to FY16. While this is a significant decrease in paratransit trips, FY16 ridership was dramatically higher than the three previous fiscal years.

Starting September 11<sup>th</sup> the Tri Town Trolley will begin operation for East Longmeadow, Longmeadow and Hampden. The Town of East Longmeadow is operating the service and will receive two PVTA vans to assist as well as a year of free maintenance on these vehicles. PVTA is sending out letters to all riders that have used the senior van service in the previous six months with the updated contact information. PVTA will also communicate these changes through robo calls to these individuals as well.

#### **6. NEW BUSINESS**

Administrator Sheehan stated that Mr. Rickman has taken a job with CT Transit and will be leaving in September. Please join in congratulating him in his new venture.

#### **7. OLD BUSINESS**

Chairman Mayor Narkewicz stated there is no old business to discuss.

#### **8. ADJOURNMENT**

The meeting of the Advisory Board adjourned (O'Leary/ Mayor Morse) at 12:28 P.M.

**A TRUE RECORD**

**ATTEST:**

  
**BRANDY PELLETIER**

Documents filed with Board Meeting packet:

- Regular Advisory Board Minutes of 6-28-17
- Special Advisory Board Minutes of 7-19-17

**Minutes Approved 9/20/17**